GARRISON PROPERTY MANAGEMENT SECTION

**HEADQUARTERS, U.S. MARINE CORPS**
2 NAVY ANNEX
WASHINGTON, DC 20380-1775

12 Mar 2004

How to Access the NAVY E-Learning Web Site for DPAS-MC & related courses

1. Log on to the Garrison Property Management Section (LFS-1) Web page (www.hqmc.usmc.mil/lfsweb.nsf) or go directly to URL www.nko.navy.mil.

2. At the LFS-1 Web page, select Accessing USMC E-Learning.

Note: It is recommended that you use Microsoft Internet Explorer; on some machines Netscape does not display all of the graphics and fields.
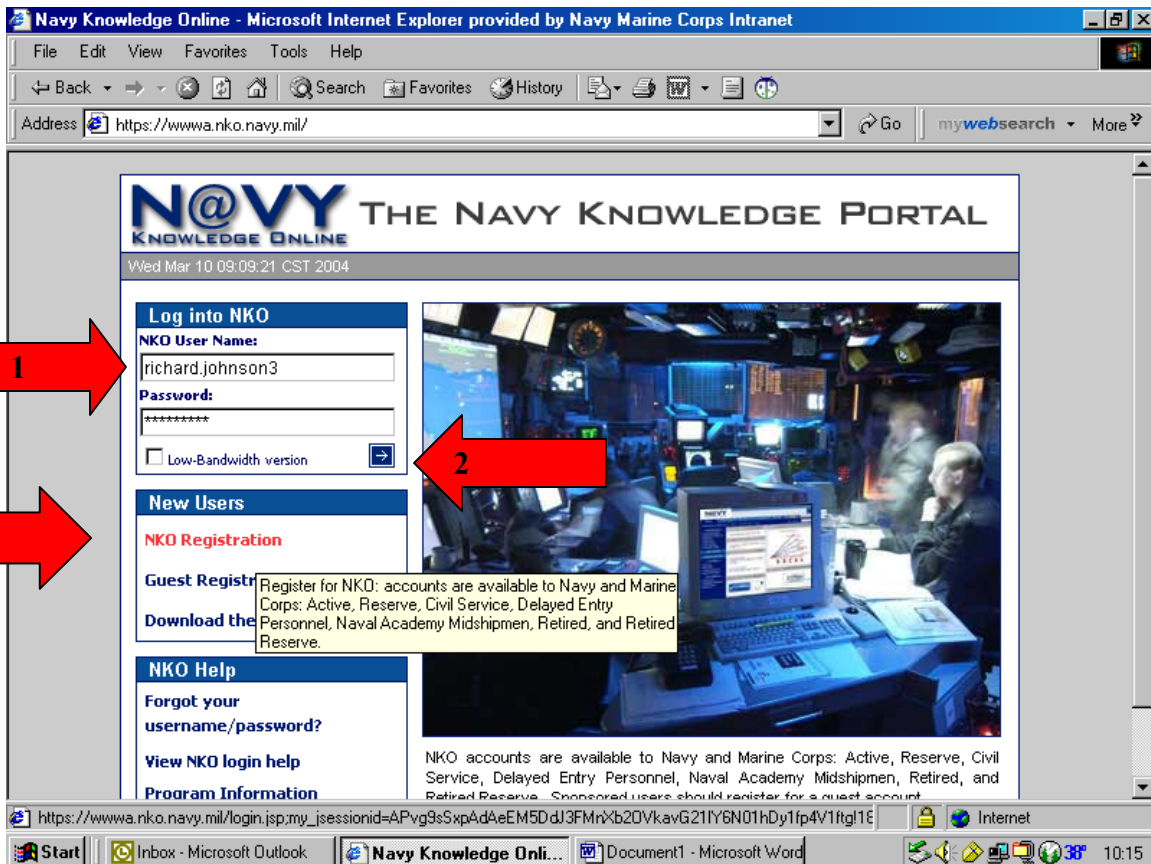
1. If you already have an E-Learning user name and password enter your information.

2. Click on the arrow; this will log you in to the NKO web page as shown on page number 7. Follow page 7's instructions.

3. If this is your first time to log on and do not have a password, select NKO Registration. Follow the procedures listed on pages 4, 5 and 6.

NOTE 1: The speed of your internet connection and computer will determine how long it may take to get logged in. It is possible it will take several minutes.

NOTE 2: If you have trouble with the login process contact the Navy E-Learning Help Desk/Customer Assistance Center (877) 253-7122 (toll free)...Option 2 and Option 1 or DSN 922-1001..Option 1.

Note 1: NKO accounts are available to Navy and Marine Corps: Active, Reserve, Civil Service, Delayed Entry Personnel, Naval Academy Midshipmen, Retired, and Retired Reserve. Sponsored users (contractors not meeting the above requirements) must register for a guest account.

1. To register to use the Navy/USMC E-Learning system, fill out the above data fields.

2. Depress the Create New Account button. It may take several minutes to display the next page based upon your computer and Internet connection speed.

Note 2: The system verifies your SSN against the DEERS database. If you are not in the group listed in Note 1 above, you are not in DEERS and must register for a guest account.

NOTICE: *You must have previously arranged with your NKO sponsor in order to complete the guest registration process. Not all NKO users can sponsor Guest Accounts, only those with Administrator privileges. Call DSN 922-1001 ext. 2241 for assistance with guest registration.*
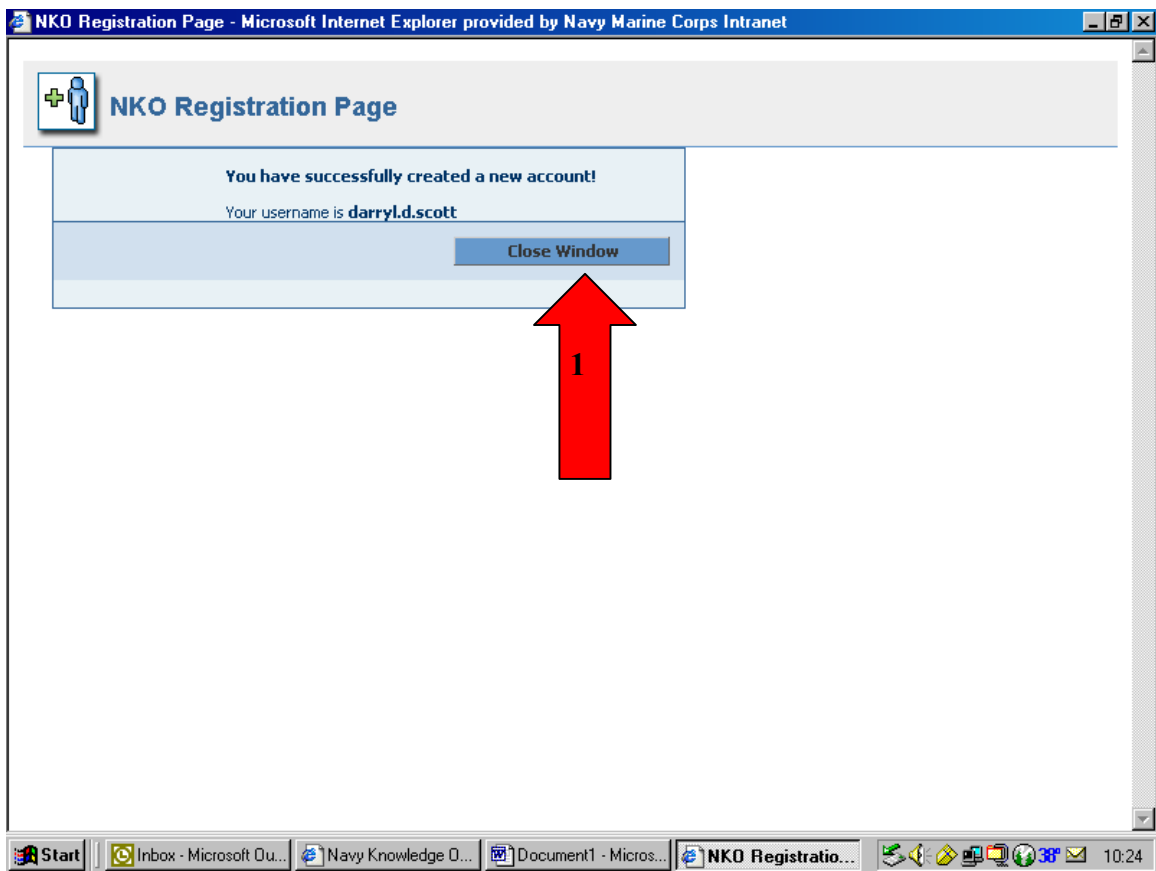
1.   Select Close Window.
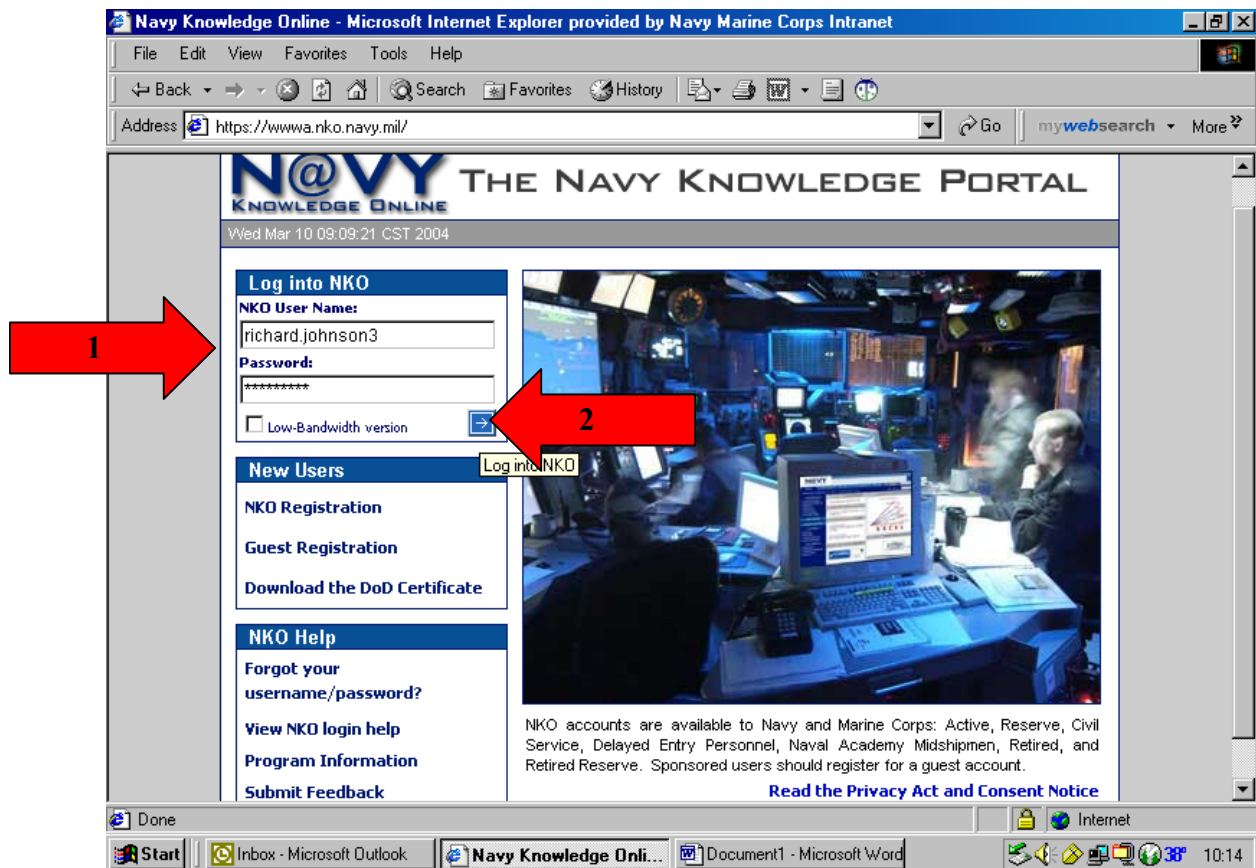
1. NKO log in page displayed, verify and input your user ID and password.
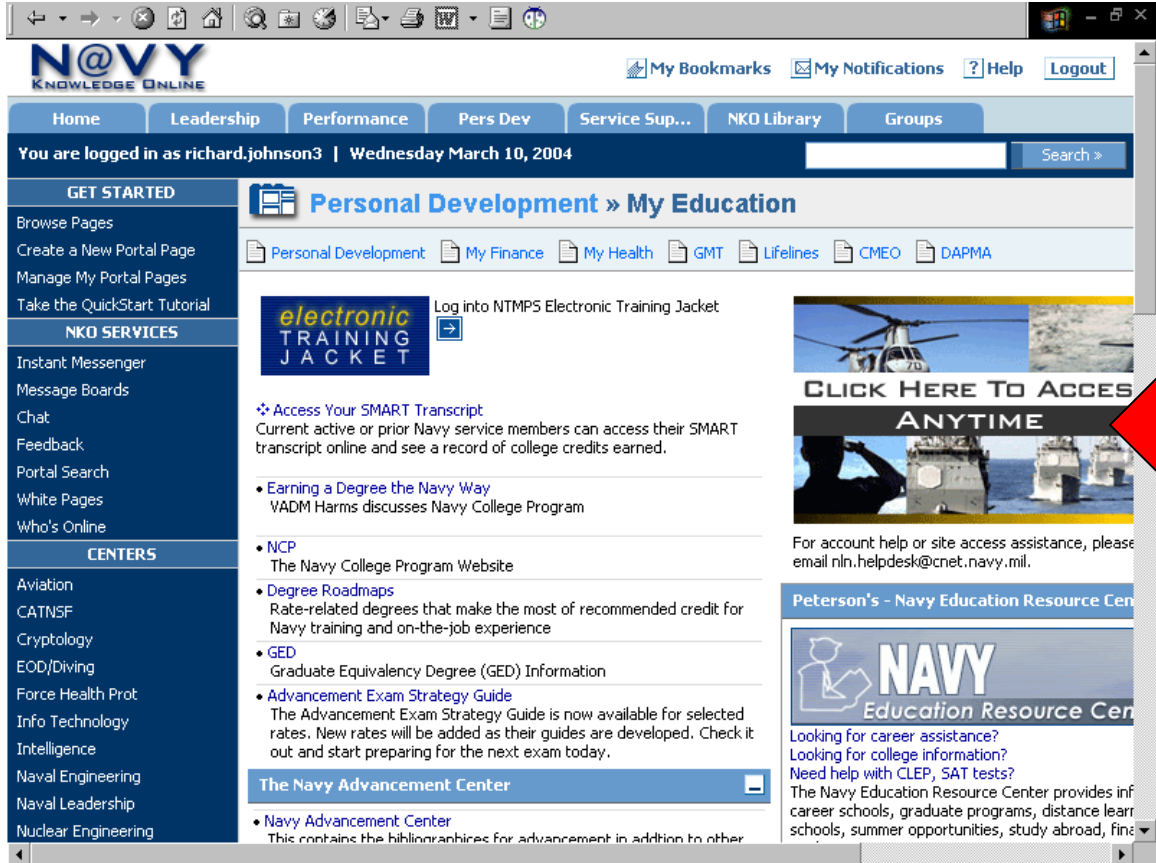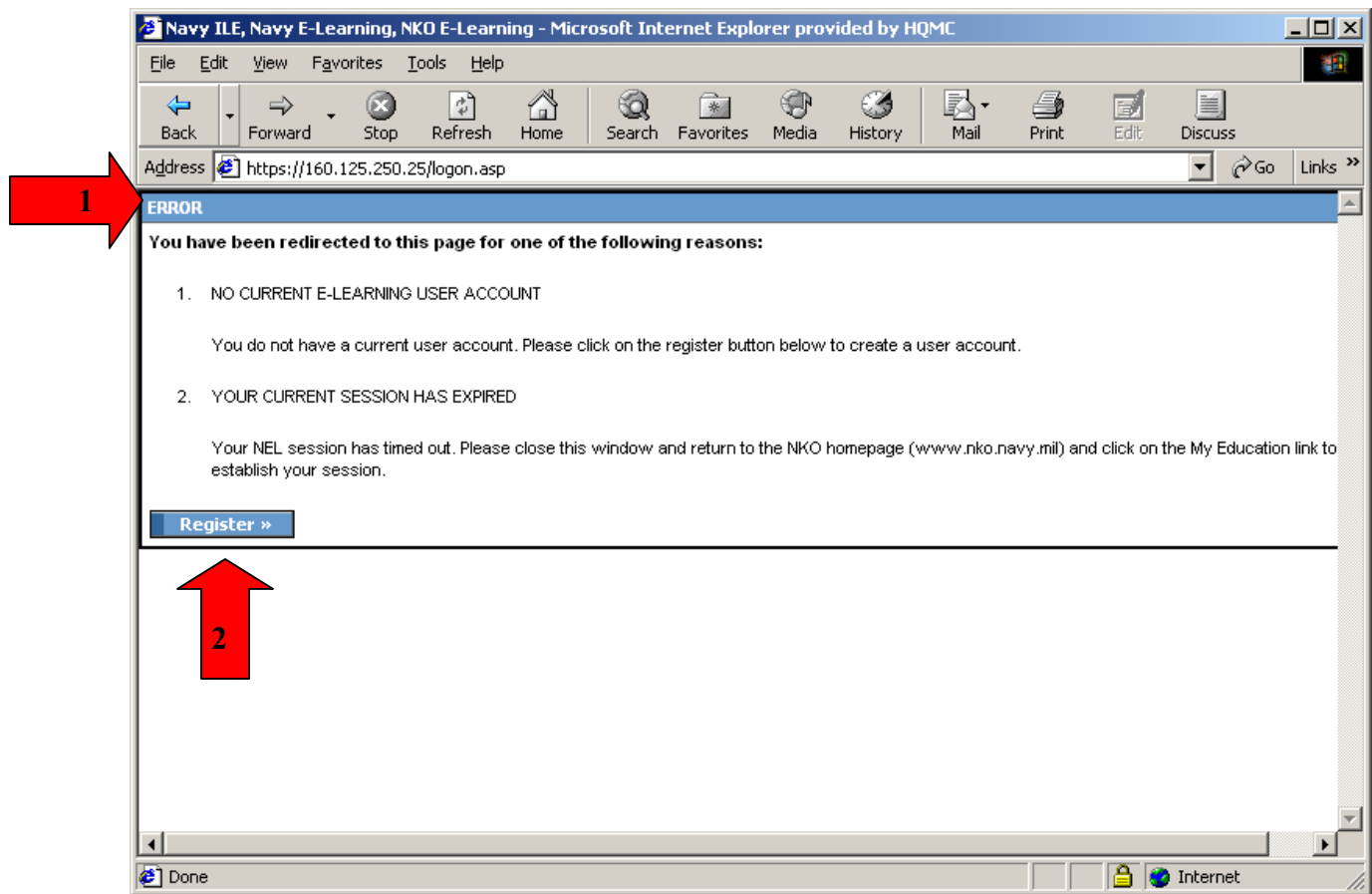
2. Depress arrow to continue log in.

1. Select My Education.

1. Select with your mouse any where on the displayed picture to access Navy E-Learning.
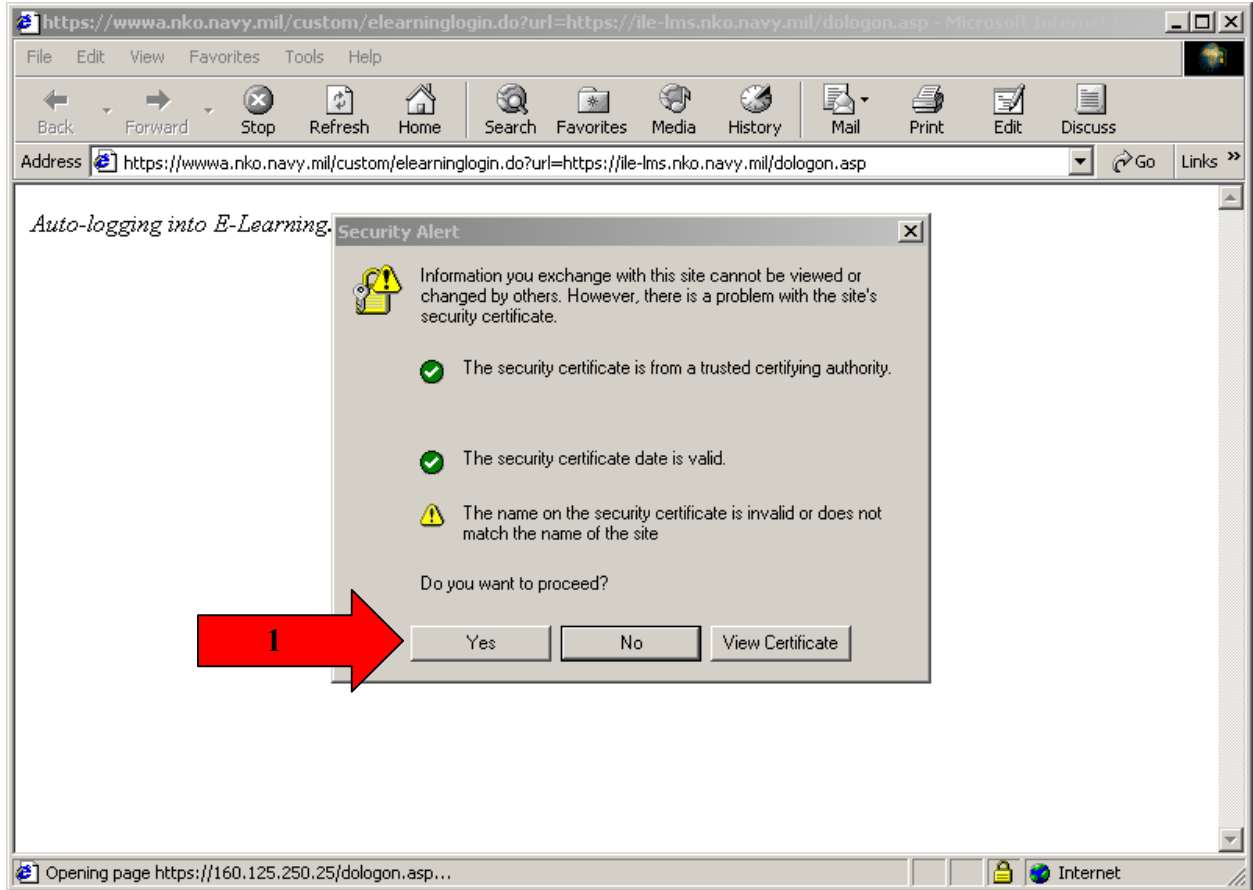
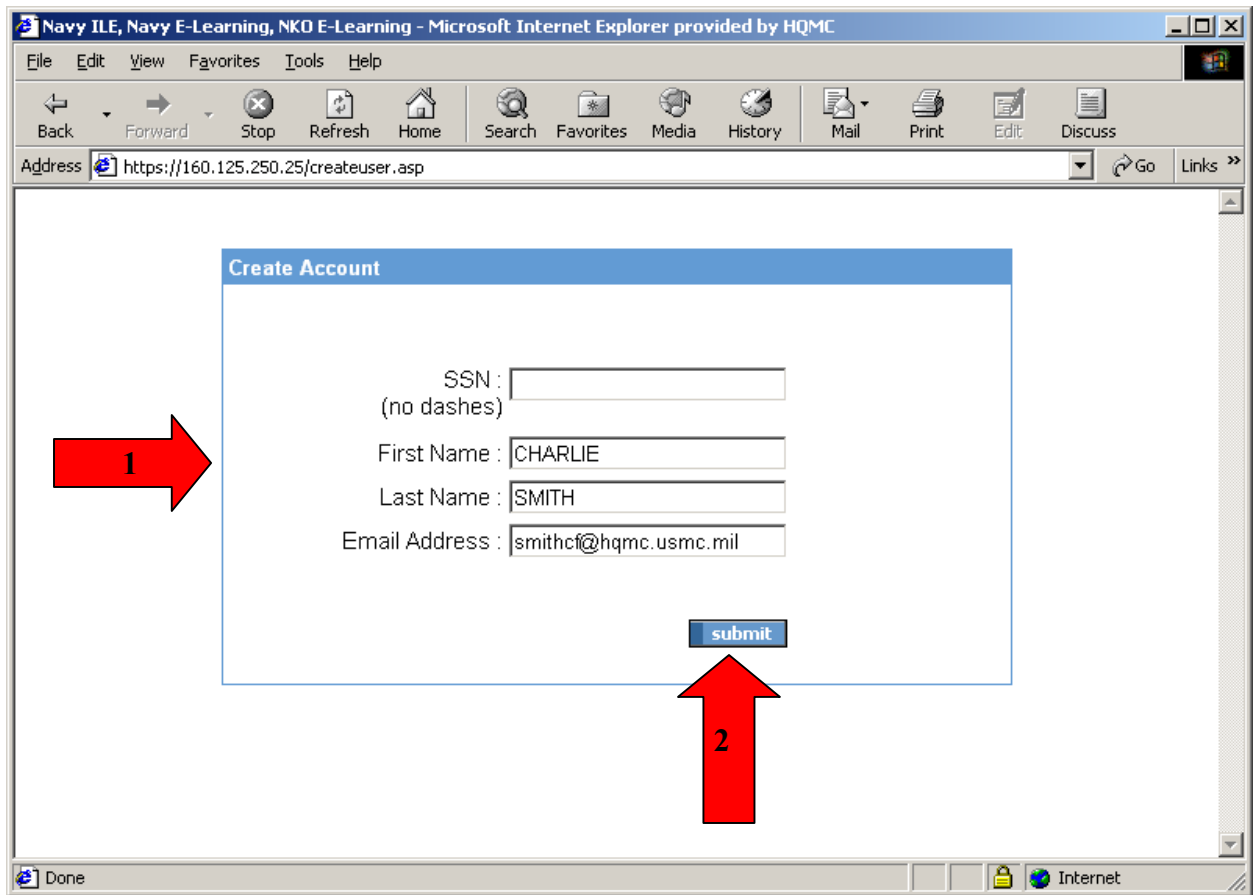1. Read Security Alert, to continue select "Yes".

Navy ILE, Navy E-Learning, NKO E-Learning - Microsoft Internet Explorer provided by HQMC

File   Edit   View   Favorites   Tools   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   Media   History   Mail   Print   Edit   Discuss

Address https://160.125.250.25/logon.asp   Go   Links »

1

ERROR

You have been redirected to this page for one of the following reasons:

1.   NO CURRENT E-LEARNING USER ACCOUNT

   You do not have a current user account. Please click on the register button below to create a user account.

2.   YOUR CURRENT SESSION HAS EXPIRED

   Your NEL session has timed out. Please close this window and return to the NKO homepage (www.nko.navy.mil) and click on the My Education link to establish your session.

Register »

2

Done   Internet

1.   If this error box is displayed, your registration quire additional information.

2.   Select "Register"

1. Create an account by filling in listed fields.

2. Select "Submit" button.

1. Complete registration and select "Finish".
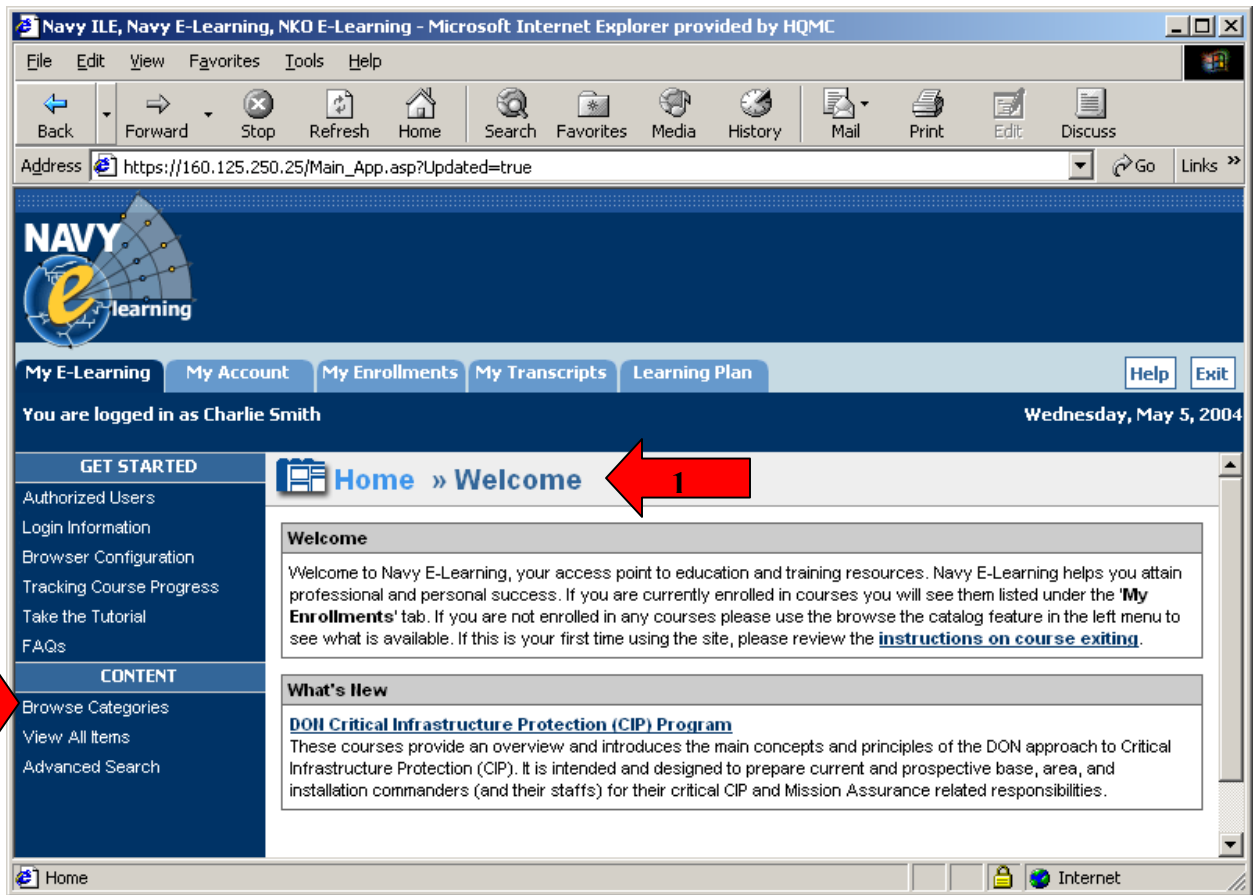
1. Your "Home Welcome" page and five TABs are now available.

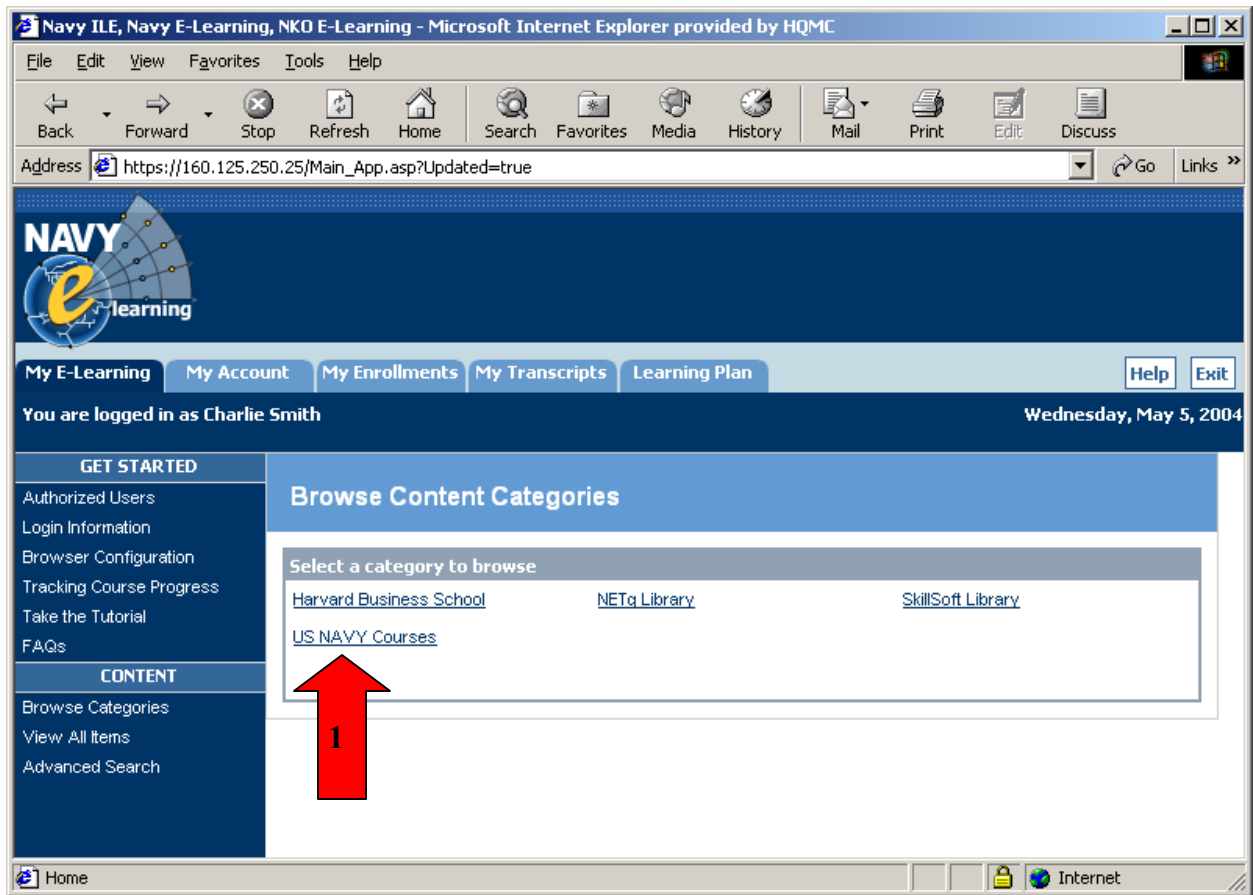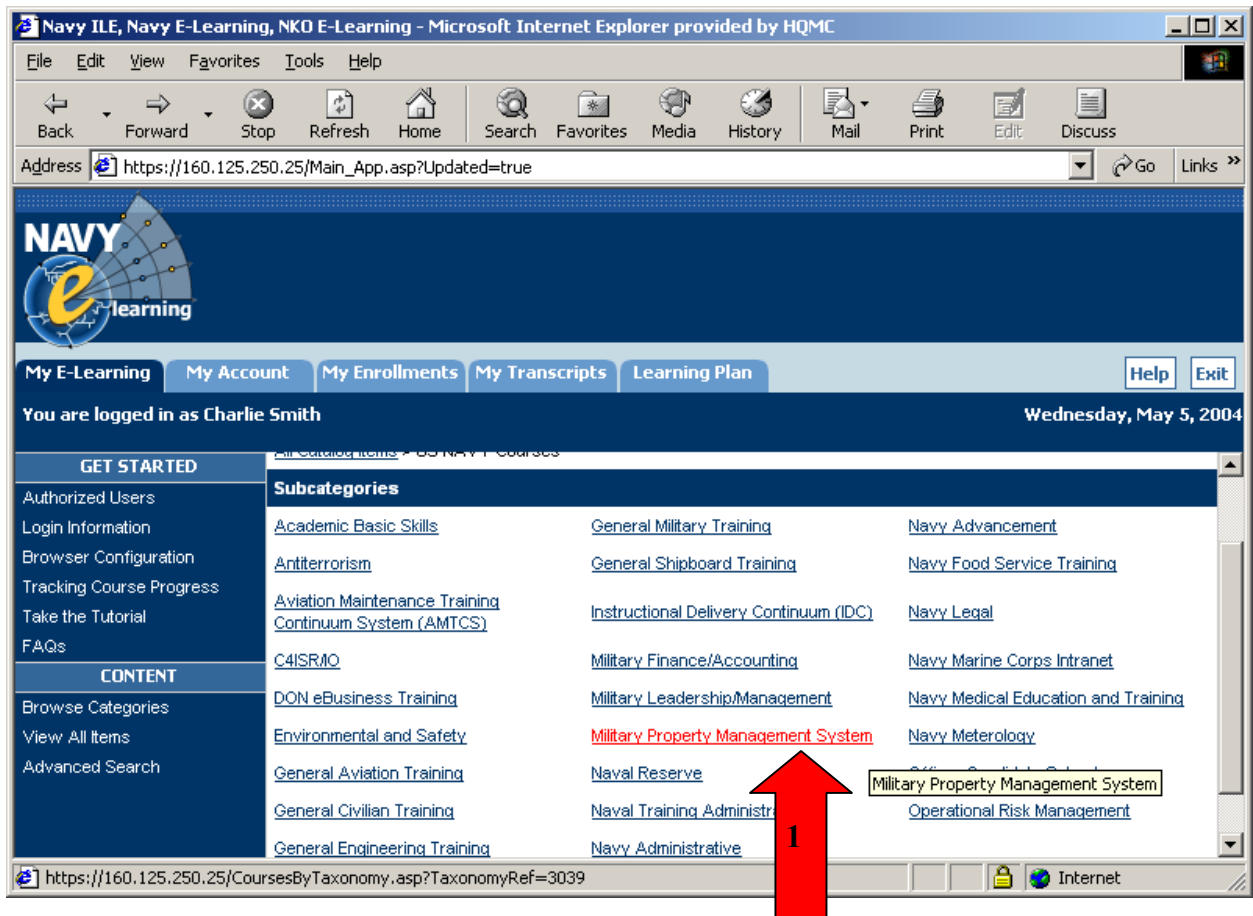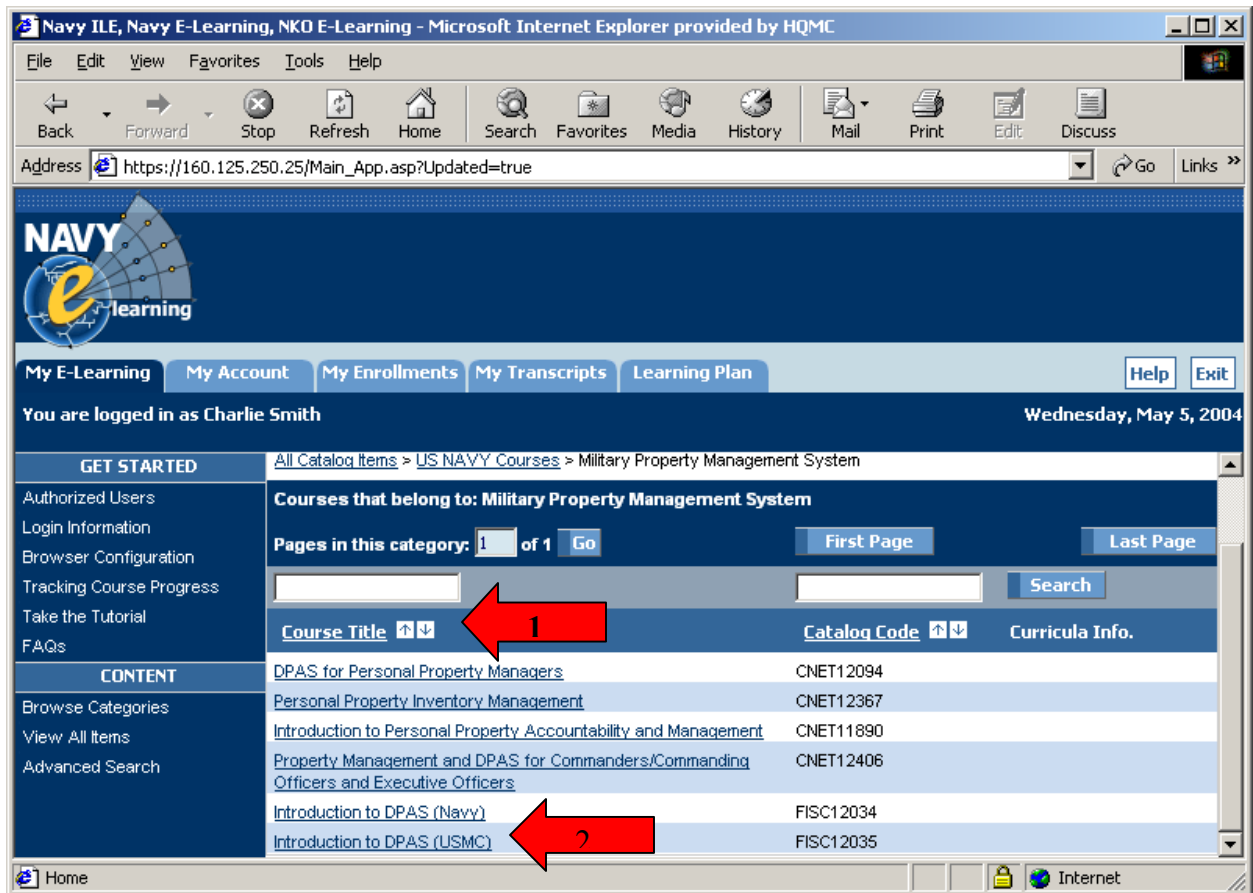2. Select "Browse Cateqories" to access major E-Learning Categories.
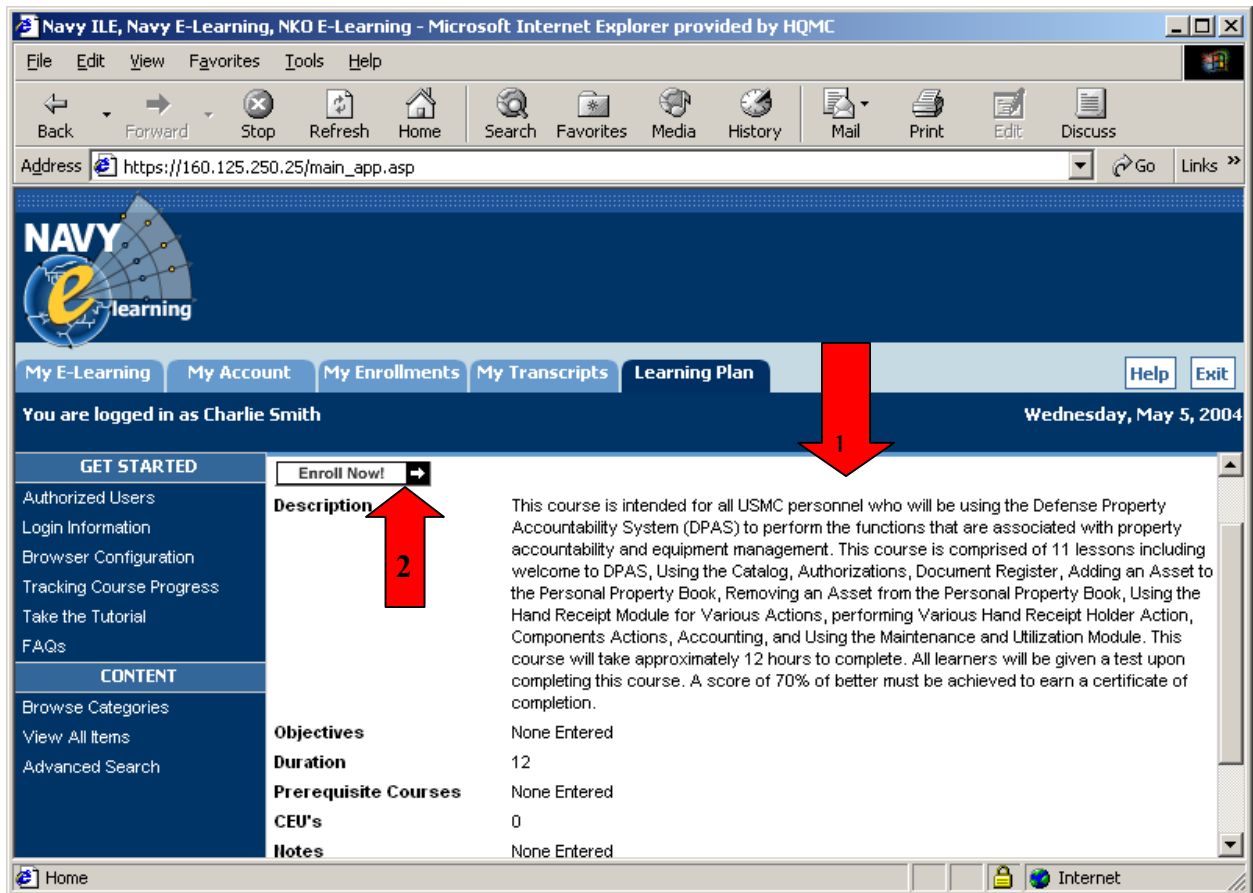
1. Select "US NAVY Course", to access subcategories of training areas.

1. Select "Military Property Management System", to view DPAS related property management courses.

1. Titles of available DPAS related course.

2. To enroll in a class, place your mouse pointer on the course title and double click on it, course information will be displayed as shown on the next page.

1. Overview of the course selected is displayed.

2. To continue enrollment process for selected course, select the "Enroll Now!" button.
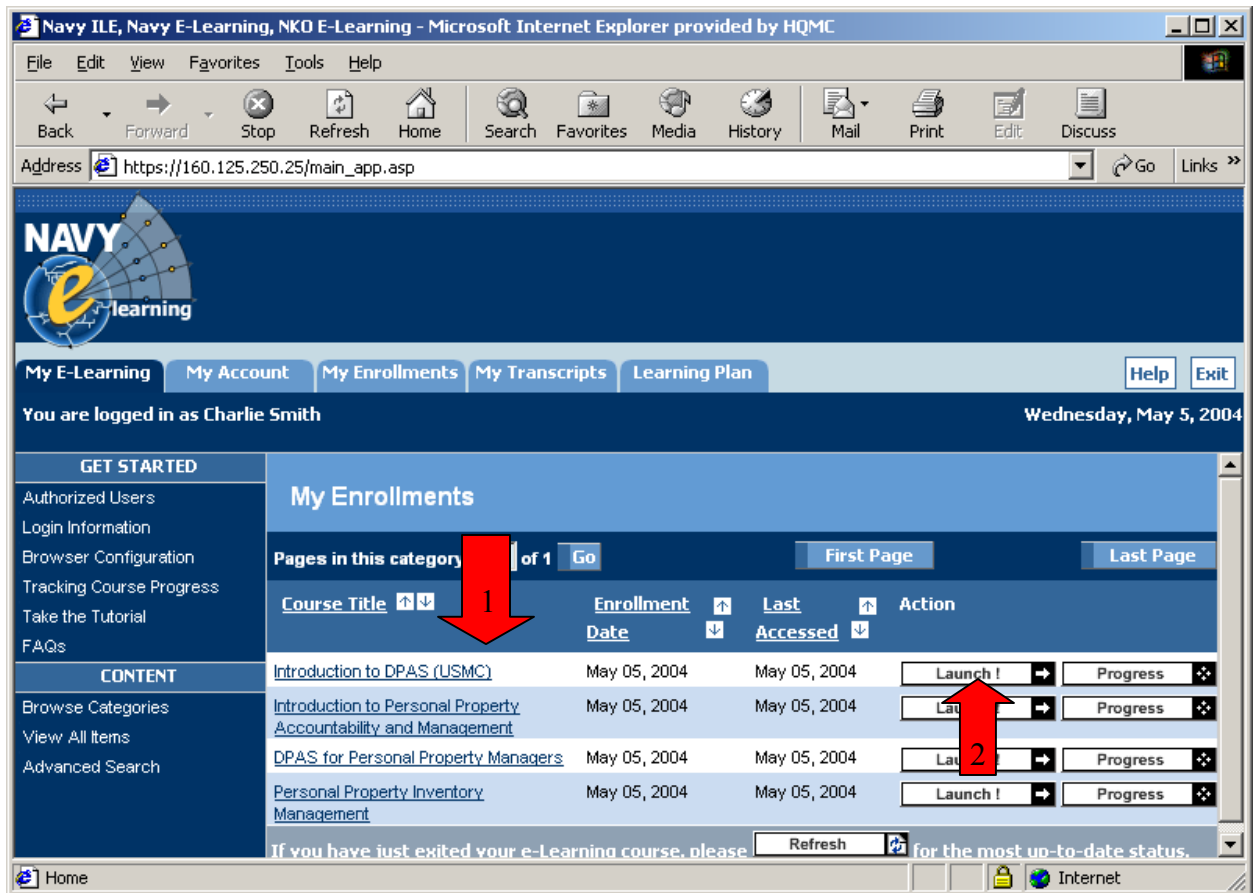
1. Selected course now appears under your "My Enrollment" TAB screen.

2. If you wanted to take this course (Introduction to DPAS (USMC), you would select Launch.

3. In this example for training, select Introduction to DPAS (USMC). Next page is displayed.

Note: At this time, if you should select and add a course twice to your MY Enrollment TAB/screen, ***there is no way for the User to remove the course at this time***. There is a trouble report on this to be corrected at a later time, for now, be careful and only add a course once to your "My Enrollment" TAB.
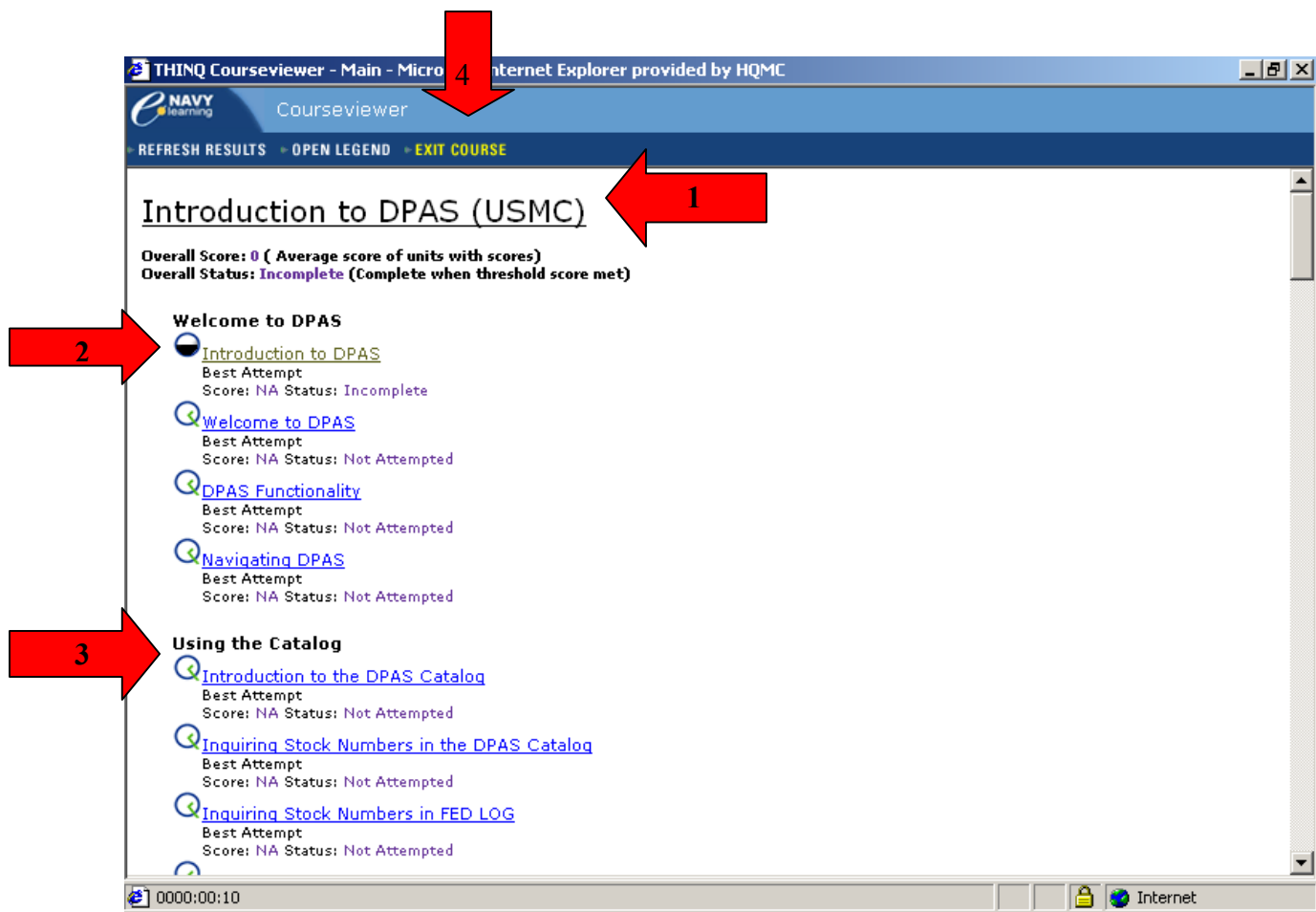
1. Screen displayed for selected course.

2. Previous completed lessons shown as darken in.

3. Training waiting to be taken shown as displayed with green check mark.

4. Depress "Exit Course". Once the course have been completed, or if a portion of the course has been completed and you wish to stop and continue at another time, you can exit at any time, it will save your completed chapters and allow you to stop and start the course at any time.

Note: *This page displays the status for each chapter of the course you have enrolled in. Solid black buttons indicates that chapter has been taken to its completion. Chapters showing the green check indicate they have not been taken. When completed, you can exit this course or you can return to your "My Enrollments" TAB and select another course to take in your Learning Plan.*